



Sierra Economic Development Corporation

**Loan Application Checklist**

Thank you for choosing SEDCorp to assist you with your financial needs. Please complete and provide the following documents to determine your eligibility. (Forms in bold are enclosed.)

- \_\_\_\_\_ **SEDCorp Loan Application**
- \_\_\_\_\_ **SBA Form 413: Personal Financial Statements**
- \_\_\_\_\_ **Resume** (for all officers and owners)
- \_\_\_\_\_ **Business Fact Sheet** (for start-up business please provide a full business plan)
- \_\_\_\_\_ **Business Debt Schedule**
- \_\_\_\_\_ Copies of Federal Tax Returns for the past 3 years of Borrower
- \_\_\_\_\_ Copies of Federal Tax Returns for the past 3 years of subject business
- \_\_\_\_\_ Most recent P & L/Income Statement & Balance Sheet of subject business

**Documents to be provided by borrower(s) after Loan Committee approval:**

- \_\_\_\_\_ **SBA Form 912: Statement of Personal History** (for all officers & owners)
- \_\_\_\_\_ **Tax Return Verification, IRS Form 4506-T**, for Buyer (sign only)
- \_\_\_\_\_ **Tax Return Verification, IRS Form 4506-T**, for Seller (sign only)
- \_\_\_\_\_ Bank Statements for the past six months (borrower & subject business)
- \_\_\_\_\_ Legal Documents for Business Entity
  - Sole Proprietorship: Fictitious Business Name Statement
  - General Partnership: Partnership Agreement
  - Limited Partnership: Partnership Agreement, Certificate of Limited Partnership
  - Corporation: Articles of Incorporation, By-laws, Minutes of Meetings, Statement by Domestic Stock Corporation
  - Limited Liability Company: Articles of Organization, Statement of Information, Operating Agreement
- \_\_\_\_\_ Escrow Instructions & Purchase Agreement (if applicable)
- \_\_\_\_\_ Source of Down Payment
- \_\_\_\_\_ Lease Agreement
- \_\_\_\_\_ Front and Back copies of Alien Registration Card (if not US citizens)
- \_\_\_\_\_ Authorization for INS Verification, Form G-845, if not US citizens (sign only)
- \_\_\_\_\_ Seller's Permit Business License and other professional licenses
- \_\_\_\_\_ Proof of business insurance with Fire/Hazard/Liability coverage



Sierra Economic Development Corporation

SMALL BUSINESS LOAN APPLICATION

**NAME OF BUSINESS:** \_\_\_\_\_

**PHONE#:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_ **FEDERAL EMPLOYER ID #** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**TYPE/NATURE OF BUSINESS:** \_\_\_\_\_

**BUSINESS ENTITY:** \_\_\_\_\_ **DATE BUSINESS STARTED:** \_\_\_\_\_ **# OF EMPLOYEES** \_\_\_\_\_ **# OF NEW JOBS TO BE CREATED** \_\_\_\_\_

**TOTAL ESTIMATED COST OF PROJECT:** \_\_\_\_\_ **LOAN AMOUNT REQUESTED:** \_\_\_\_\_

**DESCRIPTION OF PROJECT:** \_\_\_\_\_

**CURRENT EMPLOYMENT (INCLUDE OWNERS):** \_\_\_\_\_ **PROJECTED EMPLOYMENT:** \_\_\_\_\_

**FULL TIME:** \_\_\_\_\_ **PART TIME:** \_\_\_\_\_ **FULL TIME:** \_\_\_\_\_ **PART TIME:** \_\_\_\_\_

**LOAN PROCEEDS TO BE USED AS FOLLOW:** \_\_\_\_\_

**EQUIPMENT \$** \_\_\_\_\_ **WORKING CAPITAL \$** \_\_\_\_\_ **INVENTORY \$** \_\_\_\_\_

**LEASE IMPROVEMENTS \$** \_\_\_\_\_ **START UP COST \$** \_\_\_\_\_ **EXPANSION \$** \_\_\_\_\_







Sierra Economic Development Corporation

PERSONAL BUDGET INFORMATION

(PLEASE MAKE EXTRA COPIES IF NEEDED)

**BORROWER NAME:** \_\_\_\_\_

**INCOME MONTHLY**

GROSS SALARY \_\_\_\_\_

SPOUSE'S GROSS SALARY \_\_\_\_\_

OWNER'S DRAW FROM BUSINESS \_\_\_\_\_

RENTAL INCOME \_\_\_\_\_

INTEREST/DIVIDEND INCOME \_\_\_\_\_

OTHER: \_\_\_\_\_

OTHER: \_\_\_\_\_

**TOTAL MONTHLY INCOME:** \_\_\_\_\_

**EXPENSES MONTHLY**

MORTGAGE/RENT \_\_\_\_\_

AUTO PAYMENT \_\_\_\_\_

INSTALLMENT PAYMENT \_\_\_\_\_

CREDIT CARDS/LINES PAYMENT \_\_\_\_\_

UTILITIES/TELEPHONE \_\_\_\_\_

INSURANCE \_\_\_\_\_

FOOD \_\_\_\_\_

CLOTHING \_\_\_\_\_

CHILD CARE \_\_\_\_\_

CONTINGENT LIABILITIES \_\_\_\_\_

OTHER: \_\_\_\_\_

OTHER: \_\_\_\_\_

**TOTAL MONTHLY EXPENSES:** \_\_\_\_\_



Sierra Economic Development Corporation

BUSINESS DEBT SCHEDULE

Date \_\_\_\_\_

(SHOULD BE THE SAME DATE AS CURRENT FINANCIAL STATEMENT)

Creditor	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security	Current Y/N?
<b>Total Present Balance</b>				<b>Total Monthly Payment</b>				

\_\_\_\_\_  
SIGNATURE OF PRIMARY APPLICANT      DATE

\_\_\_\_\_  
SIGNATURE OF CO-APPLICANT      DATE



Sierra Economic Development Corporation

MANAGEMENT RESUME

**PERSONAL INFORMATION:**

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_  
FIRST MIDDLE LAST

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

RESIDENCE TELEPHONE: \_\_\_\_\_ BUSINESS TELEPHONE: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SPOUSE'S NAME: \_\_\_\_\_ SS#: \_\_\_\_\_  
FIRST MIDDLE LAST

ARE YOU EMPLOYED BY THE US GOVERNMENT? \_\_\_\_\_ AGENCY/POSITION: \_\_\_\_\_

ARE YOU A US CITIZEN? \_\_\_\_\_ IF NO, GIVE ALIEN REGISTRATION NUMBER: \_\_\_\_\_

**EDUCATION:**

COLLEGE/TECHNICAL TRAINING – NAME/LOCATION	DATES ATTENDED	MAJOR	DEGREE/CERTIFICATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**MILITARY SERVICE BACKGROUND:**

BRANCH OF SERVICE: \_\_\_\_\_ DATE OF SERVICE: \_\_\_\_\_

**WORK EXPERIENCE:**

COMPANY NAME/LOCATION: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ TITLE: \_\_\_\_\_

DUTIES: \_\_\_\_\_

COMPANY NAME/LOCATION: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ TITLE: \_\_\_\_\_

DUTIES: \_\_\_\_\_

PRINT NAME SIGNATURE DATE



## PERSONAL FINANCIAL STATEMENT

U.S. SMALL BUSINESS ADMINISTRATION

As of \_\_\_\_\_, 19 \_\_\_\_

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name	Business Phone
Residence Address	Residence Phone
City, State, & Zip Code	

Business Name of Applicant/Borrower

ASSETS	(Omit Cents)	LIABILITIES	(Omit Cents)
Cash on hands & in Banks .....	\$ _____	Accounts Payable .....	\$ _____
Savings Accounts .....	\$ _____	Notes Payable to Banks and Others .....	\$ _____
IRA or Other Retirement Account .....	\$ _____	(Describe in Section 2)	
Accounts & Notes Receivable .....	\$ _____	Installment Account (Auto) .....	\$ _____
Life Insurance-Cash Surrender Value Only .....	\$ _____	Mo. Payments \$ _____	
(Complete Section 8)		Installment Account (Other) .....	\$ _____
Stocks and Bonds .....	\$ _____	Mo. Payments \$ _____	
(Describe in Section 3)		Loan on Life Insurance .....	\$ _____
Real Estate .....	\$ _____	Mortgages on Real Estate .....	\$ _____
(Describe in Section 4)		(Describe in Section 4)	
Automobile-Present Value .....	\$ _____	Unpaid Taxes .....	\$ _____
Other Personal Property .....	\$ _____	(Describe in Section 6)	
(Describe in Section 5)		Other Liabilities .....	\$ _____
Other Assets .....	\$ _____	(Describe in Section 7)	
(Describe in Section 5)		Total Liabilities .....	\$ _____
<b>Total</b>	<b>\$ _____</b>	Net Worth .....	\$ _____
		<b>Total</b>	<b>\$ _____</b>

Section 1. Source of Income	Contingent Liabilities
Salary .....	As Endorser or Co-Maker .....
Net Investment Income .....	Legal Claims & Judgments .....
Real Estate Income .....	Provision for Federal Income Tax .....
Other Income (Describe below)* .....	Other Special Debt .....

Description of Other Income in Section 1.

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\*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

(Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

**Section 3.**

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

**Section 4.**

(List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

**Section 5.**

(Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)

**Section 6.****Unpaid Taxes.**

(Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

**Section 7.****Other Liabilities.**

(Describe in detail.)

**Section 8.****Life Insurance Held.**

(Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature:

Date:

Social Security Number:

Signature:

Date:

Social Security Number:

PLEASE NOTE:

The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance Officer, Paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503.

Business Name	12 MONTH PROJEKTED INCOME STATEMENT - YEAR #												Percent of Sales	
	1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	7th Month	8th Month	9th Month	10th Month	11th Month	12th Month		Annual
<b>SALES REVENUE (NET)</b>														
<b>COST OF SALES</b>														
<b>GROSS PROFIT</b>														
<b>OPERATING EXPENSES</b>														
Advertising														
Bank Charges														
Credit Card														
Depreciation & Amortization														
Insurance														
SEDCorp Loan														
Janitorial														
Office Expense														
Internet														
Travel & Entertainment														
Website														
Lease/Rent														
Supplies														
Security														
Utilities & Telephone														
Salaries & Wages														
Repairs & Maintenance														
Other Expenses														
<b>TOTAL OPER. EXP.</b>														
<b>OPERATING PROFIT</b>														
Other Income/Expenses														
<b>NET PROFIT</b>														

560 Wall Street, Suite F Auburn, CA 95603 530.823.4703 tel 530.823.4142 fax [www.secorp.biz](http://www.secorp.biz)

PROJECTED CASH FLOW STATEMENT - YEAR #												Year	
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Totals
Beginning Cash Balances													
Cash In													
<b>Total Cash Available</b>													
Cash Out													
Cost of Goods Sold													
Wages/Salaries													
Legal and Professional													
Advertising/Promotion													
Supplies													
Utilities													
Telephone													
Taxes and Licenses													
Insurance													
Rent													
Miscellaneous													
Loan Payment													
Owner's Draws													
Other:													
Other:													
Wages, employees													
<b>Total Cash Paid Out</b>													
Ending Cash Balance													

PROJECTED BALANCE SHEET - YEAR # \_\_\_\_\_

**Current Assets**

Cash	_____
Accounts Receivable	_____
less bad debt exp.	_____
Loans to Shareholder	_____
Inventory	_____
Marketable Securities	_____
Pre-paid Expenses	_____
<b>Total Current Assets</b>	<b>_____</b>

**Fixed Assets**

Land	_____
Building	_____
Office Equipment	_____
Equipment	_____
Vehicles	_____
Leasehold Improv.	_____
Construction in Progress	_____
Depreciation	_____
<b>Net Fixed Assets</b>	<b>_____</b>

**Other Assets**

_____	_____
<b>Total Assets</b>	<b>_____</b>

**Current Liabilities**

Current Portion of L/T Debt	_____
Accounts Payable	_____
Sales Tax Payable	_____
Insurance Payable	_____
Wages Payable	_____
State Payroll Taxes	_____
Federal Payroll Taxes	_____
Accrued Expenses	_____
<b>Total Current Liab.</b>	<b>_____</b>

**Long Term Liabilities**

Note Payable	_____
Less Current Portion	_____
<b>Total Long Term Liab.</b>	<b>_____</b>

**Shareholder's Equity**

Retained Earnings	_____
Net Income/(Loss)	_____
<b>Total Shareholder's Equity</b>	<b>_____</b>

<b>Total Liab. &amp; Shareholder's Equity</b>	<b>_____</b>
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